

# **STATE MAIL**

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## **DISTRIBUTION SERVICES**

***Quarterly  
Newsletter***

**FY08 Period 2**

### **Last Mail User's Forum Recap: "SMDS' New Website."**

During September's Mail User's Forum State Mail's recently updated webpage was introduced. The new revisions and additions to the website are there to be a tool and a benefit for our customers. If you haven't had a chance to visit the website then please take an opportunity to do so. To access the website go to [www.purchasing.utah.gov](http://www.purchasing.utah.gov) and click on the State Mail icon. Once on the State Mail page you will see many icons with information including:

- **Mail User's Guide**
- **Mail User's Forum Powerpoint presentations**
- **Short video clip**
- **Route Schedule**
- **Rates and contracts**
- **Other interesting information**

For more details or training opportunities please contact Tim Walden at 801-323-4304.

### **Next Quarter's Mail User's Forum: "Mail Design Basics."**

January's Mail User's Forum will cover basic mail design. The presentation will include incoming, outgoing and interoffice mail design. Suggestions and recommendations will be given to help customers qualify for automation discounts, reduce potential delivery delays, and costs of undeliverable mail. As in previous Mail User's Forums there will be a 20—30 minute presentation and an open question and answer period. Participants are encouraged to email questions to Tim Walden at [twalden@utah.gov](mailto:twalden@utah.gov) prior to the Forum or come prepared to ask them in person. Following the Forum a tour of the State Mail facility will be given.

#### **Mail preparation tip:**

Don't forget about State Mail. State Mail would love to be involved in your mailings to help with the design and verification of mailing qualifications. Please call 323-4300.

#### **Next Mail User's Forum:**

January 9, 2008 2 p.m.—4 p.m.  
State Library Rms. 218 & 219  
250 North 1950 West  
Salt Lake City, Utah